

Subject: Empanelment of agency for supply of Printed Office Stationery Items for Noida/Delhi base project offices for a period of one year.

Dear Sir,

EdCIL (India) Limited is a public sector enterprise under the Ministry of Human Resource Development having its Corporate office, EdCIL House, 18A, Sector 16A, Noida. This Corporation is interested to empanel the agency for supply & printing of the following office stationery items:-

JOB SPECIFICATIONS

NAME OF THE ITEMS TO BE PRINTED	Minimum quantity required
White envelopes (90 gsm.) with window with company's address printed in single colour (bilingual) letter press printing 9" x 4 " 11" x 5" 12" x 10" 16" x 12"	 1000 nos. 1000 nos. 1000 nos. 1000 nos.
White envelopes (90 gsm.) without window with company's address printed in single colour (bilingual) letter press printing 9" x 4 " 11" x 5" 12" x 10" 16" x 12"	 1000 nos. 1000 nos. 1000 nos. 1000 nos.
Cloth bound envelopes (cream colour only) to be printed in single colour (bilingual) letter press printing 12" x 10" 16" x 12"	 1000 nos. 1000 nos.
Laminated envelopes (cream colour only) to be printed in single colour (bilingual) letter press printing-100 gsm. 12" x 10" 16" x 12"	 1000 nos. 1000 nos.

NAME OF THE ITEMS TO BE PRINTED	Minimum quantity required
Letterheads in double colour offset printing (Bilingual) on 80 gsm. Ballarpur Industries superwhite paper (A4 size)	1000 nos.
Letterheads in four colour offset printing (Bilingual) on 80 gsm. Ballarpur Industries superwhite paper (A4 size)	1000 nos.
Letterheads in four colour offset printing (bilingual) on 95 gsm. Indian Art Paper (A4 size)	1000 nos.
Continuation sheets in double colour offset printing on 80 gsm. Ballarpur Industries superwhite paper (A4 Size)	1000 nos.
D.O. (imported D.O. paper of 105 gsm.) Letter heads in double colour embossed screen printing bilingual - A4 size	per 100
D.O. (imported D.O. paper of 105 gsm.) Letter heads in double colour embossed screen printing bilingual - A6 size	per 100
D.O. (imported D.O. paper of 105 gsm.) Continuation sheets in double colour embossed screen printing bilingual - A4 size	per 100
D.O. (imported D.O. paper of 105 gsm.) Continuation sheets in double colour embossed screen printing bilingual - A6 size	per 100
Visiting cards single colour screen printing (on Taj Mahal ivory card)	per 100
Printing and supply of single colour screen printed stickers of 4 ½ " x 5"	per 100
Visiting cards - single side (on Taj Mahal ivory card) - on good quality card in two colour screen printing - on good quality plastic film in two colour screen printing	per 100 per 100
Visiting cards - both side (bilingual) (on Taj Mahal ivory card) - on good quality card in two colour screen printing - on good quality plastic film in two colour screen printing	per 100 per 100
Visiting cards - both side (bilingual) (on Taj Mahal ivory card) - on good quality card in four colour screen printing - on good quality plastic film in four colour screen printing	per 100 per 100
Conveyance forms in single colour offset printing (Bilingual) A4 size 60 gsm. maplitho paper	10000 nos.
Ed.CIL's slip pads containing 12 ruled sheets on 80 gsm. Superwhite paper duly printed with logo in orange colour printing and cover on chart	1000 nos.

NAME OF THE ITEMS TO BE PRINTED	Minimum quantity required
paper duly printed in single black colour with the name and address of Ed.CIL 5" x 8"	
Plastic folders with visit cards pocket on the top to be printed in double colour screen printing	per 100
Good quality card board file covers - with single metallic holes at the top - with double metallic holes at the center <i>(Between inside of each file, the matter will be printed (bilingual) in both side cover pages as samples enclosed at Annexure-II)</i>	per gross per gross
Printing of requisition forms in 1+ 2 (first white copy, second yellow copy and third green copy) on JK maplitho paper of 60 gsm. size 1/8	1000 sets (50 sets in each book form)
Printing of gate pass 1+1 (first white copy and second yellow copy) on JK maplitho paper of 60 gsm. size 1/8	1000 sets (50 sets in each book form)
Printing of receipt books 1+1 (first white copy and second yellow copy) on JK maplitho paper of 60 gsm. size 1/8	1000 sets (50 sets in each book form)
Printing and supply of canteen coupons for which the base block shall be provided by Ed.CIL in two colour letter press printing duly perforated and numbered on A4 size 60 gsm. maplitho paper (20 coupons of Rs.25/- on each sheet)	per 1000 sheets
Printing of vouchers on A4 size JK Maplitho coloured paper (white/yellow/green or red) in single colour offset printing	Per 5000 sheets

If you are in a position to meet the above mentioned requirement, you are requested to submit your quotation/tender (based on the terms and conditions mentioned herewith) as per **Annexure –I** enclosed with this document.

Eligibility Criteria:-

- A.** The firm/agency should have executed the followings contracts/work order having the value of the following description :-

- One order of Rs. 80,000/- (Rs. Eighty thousand only) yearly value during the last 03 years

OR

- Two orders of Rs. 50,000/- each (Rs. Fifty Thousand) yearly value during the last 03 years

OR

- Three orders of Rs. 40,000/- each (Rs. Forty Thousand) yearly value during the last 03 years

Documentary proofs viz Purchase Orders/ Job orders must be attached with the bid document, to determine the fulfillment of the above criteria by the agency.

B. The firm/agency should have the requisite infrastructure i.e Man-power and machines. Documentary proofs against the details viz Name & Designations of the man-power enrolled with the agency and Number and make of the machines etc, is to be enclosed with the bid.

C. The documentary proofs for having the valid Registration Number/ VAT Number/ Sales Tax Number etc are to be submitted along with the bid.

OTHER TERMS AND CONDITIONS:-

Your quotation will be considered only for the specifications given above. Other terms & Conditions will be as under:-

- 1.** Since the delivery of above items is to be made at DELHI and NOIDA offices, sales tax / WCT to be charged should be shown separately; if no sales tax is shown separately, it will be presumed that sales tax / WCT is included in the rates. You are requested to quote your Local Sales Tax No. ____ or Central Sales Tax No. ____ whichever is applicable for the purpose of making payment on account of sales tax/central sales tax.
- 2.** Earnest Money Deposit (EMD) of Rs. 2,500/- (Rupees Two thousand five hundred only) by Demand Draft drawn in favor of 'EdCIL (India) Limited' Payable at Delhi/Noida will be submitted with the bid/quotation. **Any bid/quotation received without EMD will be rejected summarily.** However, Bidders registered with DGS&D, NSIC or MSMEs are exempted from payment of EMD. The EMDs of unsuccessful bidders will be refunded. The EMD of successful bidder will be withholding till expiry of empanelment period. Any owner of the bidder who is registered with DGS&D, NSIC & MSME, if belongs to SC/ST category please specify in their quotation.
- 3. Vendors registered with MSME will be given preference.**
- 4.** If the terms & conditions are acceptable you may send your quotation in a sealed cover superscribed "**Quotation for Empanelment of agency for Printed Stationery Items**" addressed to the Asst. Manager (Admin.), Ed CIL (India) Limited, Ed CIL House, 18A, Sector 16A, NOIDA - 201301 so as to **reach not later than**

1500 hrs. on 31/08/2015. If you wish to deliver the tender/quotation personally, you are requested to drop your quotation/tender in the tender box available at the reception of EdCIL. The quotation received after the due date will not be entertained.

- 5. OPENING OF THE TENDER:** Sealed tender received up to **15.00 hours on 31/08/2015** will be taken up for opening. Tender received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. **The bids will be opened up on the same day at 16.00 hrs on 31/08/2015** before the evaluation committee and the bidders in the office premises at EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301.
- 6.** All the amount shall be indicated by the vendor/tenderers in figures as well as in words. Where there is any difference between price quoted in figures and words, amount quoted in words shall prevail.
- 7.** Your quotations/tenders shall remain open for acceptance for 90 days or as may be specified from the date of opening. No revision/modifications in the quoted/tendered rate will be allowed during the period of validity of tender/quotation or the extended period.
- 8.** The material on receipt at our office will be inspected. The supplier shall have to replace the materials, if any, found defective at site/office on free of cost basis.
- 9.** The Corporation reserves the right to cancel the contract if the quality of material supplied fall below the required specifications and also if the deliveries are not made in accordance with the delivery schedule.
- 10.** The successful tenderers/vendors shall not sub-let or assign this contract or any part thereof without obtaining prior written permission of the Corporation otherwise the Corporation shall have the right to cancel the contract and to purchase the goods elsewhere and the successful tenderers/vendors shall be liable to the Corporation for any loss or damage which the Corporation may sustain in consequence or arising out of such purchase.
- 11.** The payment will be made within 20 days on receipt of invoice (in duplicate) against the goods supplied & acceptable to Ed.CIL/work done at the satisfaction of EdCIL in your favour by a crossed a/c payee Cheque.
- 12.** Your quotation/tender should be free from overwriting. All corrections and alteration should be duly attested by the vendor/tenderer.
- 13.** The Word 'NOT QUOTED' should be written against items in the schedule for which the vendor/tenderer does not wish to quote/tender.
- 14.** Samples of all the above quoted items must be submitted, so as to reach us before the due date of opening of tender. This must be submitted, either through post or in person.

Samples must be carefully packed and labeled clearly with our enquiry number subject and sender's name for easy identification.

- 15.**You are requested not to erase or mutilate any word(s) or figures occurring in your quotation/tender, otherwise the quotation may be ignored. The overwriting is not allowed.
- 16.**Delivery of goods/material is required to be made within 05 working days (each time) from the date of issued purchase order or confirmation from the office in this regard positively.
- 17.**This Corporation also reserves the right to terminate the Contract/Agreement without any notice in the event of your services are not being found satisfactory. This Corporation also reserves the right to accept or reject any quotation/tender in whole or in parts without assigning any reason thereof.
- 18.**Further, the Corporation does not bind itself to accept the lowest tender or assign any reason for non-acceptance of the same.
- 19.**The quotation should be unambiguous in all respects.

Yours faithfully,

(Sushant Dey)
Asst. Manager (Admin.)

ANNEXURE – I

PRICE SCHEDULE

NAME OF THE PRINTED ITEMS	Minimum quantity required	Rates without Tax in Rs.	
		In words	In figures
White envelopes (90 gsm.) with window with company's address printed in single colour (bilingual) letter press printing 9" x 4 " 11" x 5" 12" x 10" 16" x 12"	1000 nos. 1000 nos. 1000 nos. 1000 nos.		
White envelopes (90 gsm.) without window with company's address printed in single colour (bilingual) letter press printing 9" x 4 " 11" x 5" 12" x 10" 16" x 12"	1000 nos. 1000 nos. 1000 nos. 1000 nos.		
Cloth bound envelopes (cream colour only) to be printed in single colour (bilingual) letter press printing 12" x 10" 16" x 12"	1000 nos. 1000 nos.		
Laminated envelopes (cream colour only) to be printed in single colour (bilingual) letter press printing-100 gsm. 12" x 10" 16" x 12"	1000 nos. 1000 nos.		
Letterheads in double colour offset printing (Bilingual) on 80 gsm. Ballarpur Industries superwhite paper (A4 size)	1000 nos.		
Letterheads in four colour offset printing (Bilingual) on 80 gsm. Ballarpur Industries superwhite paper (A4 size)	1000 nos.		
Continuation sheets in double colour offset printing on 80 gsm. Ballarpur Industries superwhite paper (A4 Size)	1000 nos.		

NAME OF THE PRINTED ITEMS	Minimum quantity required	Rates without Tax in Rs.	
		In words	In figures
D.O. (imported D.O. paper of 105 gsm.) Letter heads in double colour embossed screen printing bilingual - A4 size	per 100		
D.O. (imported D.O. paper of 105 gsm.) Letter heads in double colour embossed screen printing bilingual - A6 size	per 100		
D.O. (imported D.O. paper of 105 gsm.) Continuation sheets in double colour embossed screen printing bilingual - A4 size	per 100		
D.O. (imported D.O. paper of 105 gsm.) Continuation sheets in double colour embossed screen printing bilingual - A6 size	per 100		
Visiting cards single colour screen printing (on Taj Mahal ivory card)	per 100		
Printing and supply of single colour screen printed stickers of 4 ½ " x 5"	per 100		
Visiting cards - single side (on Taj Mahal ivory card)			
- on good quality card in two colour screen printing	per 100		
- on good quality plastic film in two colour screen printing	per 100		
Visiting cards - single side (on Taj Mahal ivory card)			
- on good quality card in four colour screen printing	per 100		
- on good quality plastic film in four colour screen printing	per 100		
Visiting cards - both side (bilingual) (on Taj Mahal ivory card)			
- on good quality card in two colour screen printing	per 100		
- on good quality plastic film in two colour screen printing	per 100		

NAME OF THE PRINTED ITEMS	Minimum quantity required	Rates without Tax in Rs.	
		In words	In figures
Visiting cards - both side (bilingual) (on Taj Mahal ivory card) <ul style="list-style-type: none"> - on good quality card in four colour screen printing - on good quality plastic film in four colour screen printing 	per 100 per 100		
Conveyance forms in single colour offset printing (Bilingual) A4 size 60 gsm. maplitho paper	10000 nos.		
Ed.CIL's slip pads containing 12 ruled sheets on 80 gsm. Superwhite paper duly printed with logo in orange colour printing and cover on chart paper duly printed in single black colour with the name and address of Ed.CIL 5" x 8"	1000 nos.		
Plastic folders with visit cards pocket on the top to be printed in double colour screen printing	per 100		
Good quality card board file covers <ul style="list-style-type: none"> - with single metallic holes at the top - with double metallic holes at the center <p><i>(Between inside of each file, the matter will be printed (bilingual) in both side cover pages as samples enclosed at Annexure-II)</i></p>	per gross per gross		
Printing of requisition forms in 1+ 2 (first white copy, second yellow copy and third green copy) on JK maplitho paper of 60 gsm. size 1/8	1000 sets (50 sets in each book form)		
Printing of gate pass 1+1 (first white copy and second yellow copy) on JK maplitho paper of 60 gsm. size 1/8	1000 sets (50 sets in each book form)		

NAME OF THE PRINTED ITEMS	Minimum quantity required	Rates without Tax in Rs.	
		In words	In figures
Printing of receipt books 1+1 (first white copy and second yellow copy) on JK maplitho paper of 60 gsm. size 1/8	1000 sets (50 sets in each book form)		
Printing and supply of canteen coupons for which the base block shall be provided by Ed.CIL in two colour letter press printing duly perforated and numbered on A4 size 60 gsm. maplitho paper (20 coupons of Rs.25/- on each sheet)	per 1000 sheets		
Printing of vouchers on A4 size JK Maplitho coloured paper (white/yellow/green or red) in single colour offset printing	Per 5000 sheets		
Taxes if any			

Signature of authorized person with Stamp & Date